

# Registrant FAQ

## **Q: Who is required to register?**

A: Those who are convicted of, adjudicated or committed for a violation, solicitation, conspiracy or attempt to commit a violation of any registerable offense on or after 12/25/1993 must register. This also includes people who have been in prison, on probation or parole, or in a mental or county correctional institution since 12/25/93 for a registerable offense.

People who are court ordered to register for any discretionary, registerable offense.

Additionally, the following sex offenders are required to register in Wisconsin if they live, work, or attend school in Wisconsin:

- Any sex offender who is required to register with another state/jurisdiction, including juveniles.
- Any sex offender convicted in a military, tribal, or federal court.
- Any sex offender who has been convicted in another state of an offense comparable to one of Wisconsin's registerable offenses, including juveniles.
- Any juvenile who is on supervision and enters Wisconsin under the Interstate Compact Agreement.

Please consult WI Statute [301.45](#) for a detailed description of the specific circumstances that require registration.

## **Q: What convictions require registration?**

A: Please see WI State Statute [301.45](#)

## **Q: How long will I have to register?**

**Changes in the law may extend or reduce the length of time you are required to register.**

A: However, under Wisconsin Statute [301.45](#), you are required to register for 15 years or lifetime, based on your statute of conviction. All cases are reviewed periodically throughout your registration period. Your registration begins at conviction.

The court can order lifetime registration.

**Q: What am I required to report to the Wisconsin Sex Offender Registry (SOR)?**

You are required to report:

- All addresses, employment, school, volunteering, and internet identifiers no later than 10 days after the change. If you are on supervision, please consult with your agent for guidance.
- When you move to a new address within 10 days of the first night you stay at your new address. Remember to provide any apartment number, lot number, or trailer number.
- Any change in residence status, such as becoming homeless, no later than 10 days after you leave the last address you reported to the Registry.
- When you become incarcerated in a Wisconsin county jail or out-of-state prison or jail. You must also report when released from incarceration.
- When you begin a new job or leave a job. If you are receiving compensation in any way, not just paid with money, this should be reported as a job. It is important to report the physical location of where you go to work.
- When you begin volunteering or stop volunteering.
- When you begin going to school or stop going to school. This includes online classes or attending classes on campus.
- When you use or create any internet-related accounts such as but not limited to email, instant messaging, and social networking for personal use (accounts where you have a login ID, Profile name or User ID and/or a password). Do not report passwords.
- When you create or maintain any websites.

**Q: How can I report changes to the Wisconsin Sex Offender Registry?**

- Call the 24 hour Assistant (recording) 888-963-3363.
- Call staff during business hours 7:45 a.m. to 4:30 p.m. Monday- Friday at 608-240-5830. If you leave a message, leave your DOC number, date of birth and spell your last name. Please speak slowly and clearly and be aware of any background noise that may make it difficult to hear your message.
- Email changes to [DOCBOPADMIN@Wisconsin.gov](mailto:DOCBOPADMIN@Wisconsin.gov)
- Fax to 608-240-3355
- Mail a note to Wisconsin DOC SOR, PO Box 7925, Madison, WI 53707-7925.

**Q: What is the penalty for failing to comply with the WI Sex Offender Registry?**

A: Failing to report or falsifying information may lead to criminal prosecution. The penalty for noncompliance is up to a \$10,000 fine and/or up to 6 years in prison, or both. WI Statute [301.45\(6\)\(a\)\(2\)](#)

**Q: How often will I get a registration letter?**

A: Registration letters can be mailed at any time to verify information. If you receive correspondence from the Sex Offender Registry you are required to return it. At a minimum, you will be mailed an annual registration letter every year on your birthday or the next business day. You will also be mailed a registration letter each time you change your primary address. If you have been committed under the Sexually Violent Persons Act ([Chapter 980](#)), you will be mailed a registration letter every 90 days, for life.

Additionally, you can be subject to periodic, random verifications checks conducted by SOR staff and/or law enforcement.

**Q: What happens when I report a new address to the Wisconsin Sex Offender Registry?**

A: When you report a new address, you should receive a registration letter within 8 business days of reporting the new address. If you haven't received a letter in 8 business days, contact the Sex Offender Registry to discuss possible delivery problems.

**You must answer all questions on the registration letter, make corrections, provide any new information, sign and mail the letter back to Wisconsin DOC SOR, PO Box 7925, Madison, WI 53707-7925. You may also return the letter via email to [DOCBOPADMIN@wisconsin.gov](mailto:DOCBOPADMIN@wisconsin.gov) or by fax to 608-240-3355.**

When you report a change of address, it is a good idea to file a change of address form with the United States Postal Service. You may get a card from your mail carrier or post office lobby and then take the completed form to the post office or you may go online to [USPS.com](https://usps.com) and fill out a change of address online for a small fee.

You can also write your name on the inside flap of the mailbox so the mail carrier knows it is ok to deliver your mail to that box.

Sex Offender Registry mail is not like regular mail, it is RETURN SERVICE REQUESTED, so completing a change of address with the United States Postal Service and putting your name somewhere on the mailbox will ensure the best delivery results.

**Q: How do I maintain compliance if I'm homeless?**

A: Contact the Sex Offender Registry to report a change of address and indicate that you are homeless. You will be required to call the Sex Offender Registry every 7 days to report the locations you stayed each night and your plan for the upcoming week until you obtain a permanent physical residence. Whereabouts must include the complete addresses of any homes, hotels, motels, or shelters where you stay. If you are staying outside, you must provide the nearest street locations or landmarks with city, state and zip code. It may be helpful to keep a record in a notebook of where you stay each night.

If you are on GPS, you must still call every week.

If you are on supervision and homeless, please consult with your agent for direction.

**Q: I am currently non-compliant, what should I do?**

A: Contact the Sex Offender Registry to work on resolving the issues making you non-compliant. If you have already been referred or have new charges issued for a Sex Offender Registry violation, you will need to work with the District Attorney's Office or contact a defense attorney/ public defender.

**Q: As a registered sex offender in the state of WI what other WI statutes should I be aware of?**

**School Property:** Wisconsin State Statute [301.475](#) requires all registered sex offenders to notify the school district administrator of their status as a registered sex offender prior to being on school property for any school sponsored event. You must also obtain approval from your Agent if you are on supervision with the Department of Corrections.

**Working with Children:** Wisconsin State Statute [948.13](#) prohibits registered sex offenders convicted of a serious child sex offense from working or volunteering, paid or unpaid, in a position that requires them to work or interact primarily and directly with children under the age of 16. Types of activities include: teaching children, child care, youth counseling, youth organizations, coaching children, park or playground recreation working, or school bus driving.

**Name Changes:** Wisconsin State Statute [301.47](#) prohibits all registered sex offenders from changing their first or last name or identifying themselves by a name unless that name is one by which the person is identified with the Department of Corrections.

**Internet Identifiers:** Wisconsin State Statute [301.45\(2\)\(a\)6m](#) requires all registered sex offenders to report the name or number of every email account the person uses, the internet address of every website the person creates or maintains, every internet user name the person uses, and the name and internet address of every public or private internet profile the person creates, uses, or maintains for their personal, family, or household use.

**Q: Can I be removed from the Wisconsin Sex Offender Registry early?**

A: The Sex Offender Registry has no authority to remove anyone from the registry.

There are legal avenues, in certain circumstances, to accomplish removal from the sex offender registry. This would have to be pursued in the court of conviction. You can contact the clerk of courts office in the county of conviction or a criminal law attorney to find out your legal options.

The sections of WI Statute [301.45](#) that address early removal are as follows: [301.45\(1m\)](#); [301.45\(1p\)](#); [301.45\(5\)](#).

**Q: Is there a fee for the Sex Offender Registry?**

A: There is an annual registration fee of \$100 per year to help offset the cost of maintaining the registry per Statute [301.45\(10\)](#). Registration fees begin at conviction, even if incarcerated for a period of time. The fee is \$100 no matter if you were required to register for a full year or a partial year.

You will receive a payment coupon in July at the beginning of each fiscal year (fiscal year is July 1 to June 30). To be certain your payment is credited to the correct account, return the payment coupon with your payment. If you lose your payment coupon, contact the Sex Offender Registry to request another coupon.

No payment should be sent directly to the Sex Offender Registry. Payments must be mailed to the address on the payment coupon.

Payments cannot be made online or over the phone. The coupon allows you to pay by credit card, debit card or money order. Personal checks are NOT accepted.

Payment plans will not be negotiated, but you may send several payments until you have paid the entire \$100 fee. You may copy your payment coupon and send it with each payment.

If the fee is not paid in full, a tax intercept may be filed with the IRS.

EXCEPTION: Those required to register for a juvenile adjudication will not be billed.

**Q: I am a Sex Offender Registrant in another state and want to move to Wisconsin. What do I need to do?**

A: If you are on active supervision, please consult your Agent/PO regarding Interstate Compact rules. If you are not on active supervision, please contact the WI Sex Offender Registry and inform them you are registered in another state and plan to move to Wisconsin. You will be required to meet with a Sex Offender Registry Specialist upon arrival to complete paperwork and have your photograph taken. Your offense history will be reviewed as Wisconsin State Statutes require a Special Bulletin Notification and GPS Tracking for certain registered sex offenders.

**Q: I am a Sex Offender Registrant in another state and want to work and/ or attend school in Wisconsin. What do I need to do?**

A: If you are on active supervision, please consult your Agent/PO regarding Interstate Compact rules. If you are not on active supervision, please contact the WI Sex offender Registry and inform them you are registered in another state and plan to work or go to school in Wisconsin. You will need to register with the State of Wisconsin and meet with a registration specialist within 10 days of beginning your new job or starting school.

**Q: I am a Sex Offender Registrant in another state and want to visit Wisconsin. What do I need to do?**

A: If you are on active supervision, please consult your Agent/PO regarding Interstate Compact rules. If you are not on active supervision, please contact the WI Sex Offender Registry and inform them you are registered in another state and plan to visit Wisconsin. You will need to provide your planned arrival and departure dates as well as the address where you will be staying during your visit. Depending on the length of your visit, you may need to register with the State of Wisconsin and meet with a Registration Specialist upon arrival to complete paperwork and have your photograph taken. Your offense history will be reviewed as Wisconsin State Statutes require a Special Bulletin Notification and GPS Tracking for certain registered sex offenders.

**Q: I am a WI registrant planning to move to another state. What do I need to do?**

A: Contact the WI Sex Offender Registry and inform them of your plans to move out of state. If your qualifying sex offense is a Wisconsin conviction, you will continue to register in Wisconsin despite living in another state or country. This means you will need to continue to report changes to the WI Sex Offender Registry and return any registration letters mailed to you.

You will also need to contact the Sex Offender Registry in your destination state within 72 hours, as you may also be required to register in the other state. It is recommended you contact the other state for their requirements or you may face federal and/or state charges. It is suggested you report to local law enforcement immediately upon your arrival and indicate you are a registered sex offender in WI and have moved to their state.

If you are on Lifetime GPS Tracking, please provide notice at least 2 business days prior to moving to coordinate removal of your GPS tracking unit. If you are on supervision with the Department of Corrections, you will first need to work with your Agent to obtain approval via the Interstate Compact Offender Tracking System (ICOTS).

Because you were convicted in Wisconsin, you will continue to register in Wisconsin no matter where you live, work or attend school. You should report your move within 10 days of leaving your last reported address.

**Q: I am a juvenile registrant in another state and wish to move to WI. What do I need to do?**

A: If you are on active supervision, you will be required to register. You may contact Interstate Compact Offender Tracking System (ICOTS) at 608-240-5388 with questions.

All other juveniles, please contact WI SOR at 608-240-5830 for assistance.

**Q: Can I travel out of the country?**

A: You cannot leave the United States if you are on any form of supervision with the Department of Corrections; unless approved by the court.

If you are no longer on supervision, you must inform the Sex Offender Registry of your travel plans at least 21 days prior to travel per 42 USC 16914. You will be required to provide your travel itinerary, passport number, flight information, and dates of travel. Please be aware it will be your destination country's decision whether to allow you entry into their country. It is recommended you contact the United States Embassy in your destination country, before you make travel plans, to determine whether you will be allowed entry. The Sex Offender Registry/Department of Justice does not have any authority in determining whether you will be allowed entry into another country.

**Q: Am I required to provide a photo to the WI Sex Offender Registry?**

A: Per Wisconsin State Statute, [301.45\(2\)\(f\)](#), you are required to maintain an updated photograph with the Sex Offender Registry. Photographs are typically updated every two years if you are not on supervision. You will receive a mailed notice indicating the date and location of your photo appointment. If you have a conflict with the scheduled date, contact your Sex Offender Registry Specialist prior to the scheduled session to reschedule. If you have significant changes in your appearance, contact the Sex Offender Registry to request a photo appointment. If you are on supervision, your Agent will obtain an updated photograph for the Sex Offender Registry.

**Q: What happens at my registration end date?**

A: If you are required to register for less than lifetime, your registration end date will be calculated. On that date, your information will no longer appear on the public website and you will no longer be required to report changes to the registry. You will not receive formal notice of your completion but may call the registry to verify.

**Q: How do I find out if a town, city or village I want to move to has sex offender residency restrictions?**

A: Contact local law enforcement before moving to find out if there are any such restrictions in the area where you wish to live.

If you are on supervision, you must consult with your Agent who will have to approve the move and the proposed address.

**Q: Can I go to a park?**

A: The WI SOR does not place restrictions on where a registrant is allowed to go. It is suggested you contact the local municipality of the location you wish to go to find out if there are any restrictions.

If you are on supervision, you must consult with your Agent.

**Q: Who should I contact with concerns about my Global Positioning System (GPS) device?**

A: If you are having equipment problems or need your GPS removed in an emergency situation such as for a medical procedure, call the Monitoring Center at 800-978-0078.

If you are on supervision, contact your Agent with any questions.

If you are not on supervision, contact the Sex Offender Registry and ask to speak with a GPS Specialist.

[GPS Brochure](#)

**What You Need to Know: Reporting Requirements for Sex Offender Registration in WI**

[What You Need To Know Brochure](#)

**Sex Offender Registration Requirements**

Please see WI State Statute [301.45](#)